

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PROCEDURAL INSTRUCTION	1-27-2017	1-27-2017	17-01
SUBJECT			AMENDS	
Department Forms				
REFERENCE		RESCINDS DM 04-10		

I. INTRODUCTION

This written directive establishes guidelines for the maintenance, revision, and formalization of the many forms the Department utilizes both internally and externally (distributed to the public).

II. TERMINOLOGY

- A. **Administrative Forms** – Forms developed for a specific purpose within an element/unit or are division specific. These forms are identified with a 5000 series form number and are intended to be used as an administrative aid, not department wide use.
 1. These forms must be approved by the affected Bureau Commander or their designee prior to use.
 2. These forms are not stocked at the Supply Section and are available upon request only.
- B. **Permanent Forms** – Forms which are used continuously and are considered necessary to the overall function of the department. The forms are identified by a 1-1000 series form number.
 1. These forms must be approved by the Executive Committee prior to use department wide.
 2. These forms are typically printed and stored at the Supply Section or located within the Word Templates folder.
- C. **Temporary Forms** – Forms which are needed for a short time only and will be printed on a one time/event basis. These forms are identified with a 3000 series form number.
 1. These forms must be approved by the affected Bureau Commander prior to use.

2. Extended use of these forms may require transition to a permanent or an administrative form.

III. GUIDELINES

- A. To ensure all forms utilized by members are professionally written, formatted, translated, and maintained, the following guidelines will be strictly adhered to:
 1. Annually an inventory list of approved forms (form title and form number) will be forwarded by the Research and Development Division (RADD) to each Bureau.
 - a. Each Bureau will conduct an audit of all forms utilized within their elements. Administrative forms should be revised as necessary. RADD may be utilized as a resource in the revision of these forms.
 - b. Bureau Commanders or their designee will ensure electronic copies of all element/unit specific forms (with or without a department form number) are on file with the RADD.
 2. Any form being utilized but not on the inventory list will be forwarded (in paper and electronic format) to the RADD to either maintain on file or assign a department form number.
 3. A response should be received by RADD no later than 60 calendar days after receipt of the inventory list.
- B. Revisions or Establishment of a New Form
 1. Permanent forms utilized department wide (internal or external)
 - a. If revisions are needed to a form with a department form number or there is a need to establish a new form, a Memorandum, an email, or an Interdepartment Communication, Form 191 P.D. will be submitted through the chain of command to the RADD and contain the following information:
 - (1) Why the form is needed.
 - (2) Distribution required, (e.g., distribution to the public).
 - (3) Pertinent information on the development/revision of the form.
 - (4) If the form is to be utilized in conjunction with a grant.

- b. Once the revisions have been completed or the form has been created:
 - (1) The form will be sent to the originating requestor for review.
 - (2) It will be the responsibility of the requestor to submit the revised or new form through the chain of command to the Executive Committee.
 - (3) Once approval is received from Executive Committee, the RADD will release the form on Word Templates or forward it to the Supply Section for printing and distribution.
 - 2. Administrative forms – Members will submit an email to the RADD with the form revisions or requirements for the establishment of a new form to include formatting and possible translation needs.
 - a. RADD will revise or create the form and send it back to the requesting member for approval through their division.
 - b. Once approval is received from the Bureau Commander, RADD will release the form on Word Templates or forward it to the Supply Section for printing and distribution.
- C. Discontinuing Forms
- 1. Permanent forms (department wide) – A memorandum submitted through the chain of command to the Executive Committee for review and approval. Executive Committee approval must be received through the chain of command to the RADD.
 - 2. Administrative or Temporary forms – A memorandum or email submitted through the chain of command to the RADD with the following information:
 - a. Form title and number.
 - b. Reason for discontinuing the form.
 - c. Approval for discontinuing from the affected Bureau Commander.
- D. The Supply Section will be responsible for the printing and distribution of the forms not released electronically, (e.g., two-part carbonless forms).

E. RADD Responsibilities

1. Maintain all administrative, permanent, and temporary forms.
2. Conduct reviews of the forms with department form numbers:
 - a. As requested by affected elements/units.
 - b. Relative to written directives under revision.
3. Initiate the process of translating forms into other languages.
4. Maintain a file of all department forms by name and form number.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 20__.

Leland Shurin
Board President

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